



Unit Supervisor - Records

Details

Job ID : 238

Title : Unit Supervisor - Records

Job Code : 1221

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR COORDINATING AND SUPERVISING ALL DUTIES AND PROGRAMS WITHIN A 24/7 OPERATION. THIS ENTAILS SEEING THAT ALL NECESSARY ADMINISTRATIVE FUNCTIONS ARE CARRIED OUT AND COMPLETED. IMPLEMENTS CENTRAL OFFICE DIRECTIVES AND ALSO INFORMS CENTRAL OFFICE OF LOCAL OFFICE NEEDS AND PROBLEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- EXPERIENCE WITH WINDOWS AND MICROSOFT OFFICE SUITE
- 5 YEARS OF RELATED EXPERIENCE MUST BE IN COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- COORDINATE AND SUPERVISE DUTIES WITHIN 24/7 RECORDS UNIT
- OVERSEE SPECIAL PROJECTS RELATED TO SBE, KBA, AND OTHER ORGANIZATIONS
- DEVELOPMENT AND UTILIZATION OF COURTNET APPLICATIONS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED